

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Cancellation of RC Contract

Dear [Recipient Name],

I am writing to formally request the cancellation of my RC contract, effective immediately.

Contract Details:

- Contract Number: [Your Contract Number]
- Start Date: [Contract Start Date]
- End Date: [Contract End Date]

Please confirm the receipt of this cancellation request and any further actions required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]